



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

December 15, 2009

To: Supervisor Gloria Molina, Chair
Supervisor Mark Ridley-Thomas
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

From: William T Fujioka
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

STATUS REPORT ON LONG-TERM LEAVE MANAGEMENT

On September 28, 2008, acting on a motion by Supervisor Antonovich, your Board instructed this office to work with departments to identify the number of employees on long-term leave. In February 2008, the Long-Term Leave Management Program (LTLMP) was presented to the departments. This memorandum provides an updated status on this program. We are pleased to report since the inception of this program, the net number of employees reported on long-term leave has been reduced from over 2000 in March 2008 to 1480 as of September 30, 2009 – a 25% reduction over 18 months. As you are aware, the primary intent of the LTLMP is to reduce the number and improve the management of employees on long-term leave. For this program, long-term leave is defined as any absence for more than six consecutive months. The Department of Human Resources (DHR) and the Risk Management Branch of the Chief Executive Office (Risk Management) continue to work closely together to assist departments with the management of the LTLMP and to monitor the number of employees on long-term leave.

Since our last report to you on June 23, 2009, the net number of employees on long-term leave has decreased from 1,583 to 1,480. The 1,480 employees on long-term leave as of the end of September 2009 represent 1.5% of the County's total full-time work force of approximately 102,000 employees. We believe the decrease in the number of employees on long-term leave is a direct result of department heads and their staff taking a more proactive role.

We have implemented a more focused approach for monitoring the LTLMP. Further analysis of the data indicates the vast majority of the 1,480 employees are on a

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

documented leave, meaning that these employees have met County requirements, by providing necessary documentation, following County procedures, and are certified to be off of work. The 1,480 employees on long-term leave fall into the following groups:

Type of Leave	Number of Employees
Industrial Accident	626
Long-term Disability	125
Military Leave	44
Medical Leave	526
Non-illness Based Leave	73
Potential Release	86
Total	1,480

Most employees on long-term leave are justified through proper documentation. Of the 1,480 employees on long-term leave, only 159 have the potential to be more actively managed. These are employees on non-illness based leaves and those categorized as "Potential Release" meaning potentially to be released from County service. The LTLMP requires a closer look at each of these situations and we are working with departments to manage these cases. These 159 employees represent approximately 0.16% of the workforce of 102,000 employees.

It is important to note that the figures reported by departments each month are based on a snapshot in time. In reality, the number of long-term leave cases is in constant flux. New cases are added each month and other cases are closed out.

Next Steps

It is our intent to continue to monitor the program, including periodic on-site reviews of departments. On a monthly basis, and more frequently as necessary, we monitor and discuss specific individual situations and attempt to resolve each case with departments. Although new cases arise each month, the constant monitoring will keep the number to a minimum.

At the same time we are looking at options such as disability retirement or medical release for some of the 1,152 employees on industrial accident leaves and medical leaves. We will look more closely at these employees to determine their eligibility to be released so that they are not occupying funded positions. While the process is multi-layered and can take a significant period of time, identifying eligibility is necessary. Risk Management and DHR have begun discussions on the most efficient manner in which departments should release these employees or return them to work.

Each Supervisor
December 15, 2009
Page 3

With our new more focused approach of monitoring those employees without proper certification, we anticipate the initial goals of the program will be met. We will continue our monitoring efforts and will report back periodically.

Please contact Lisa M. Garrett at (213) 974-2406 if you have any questions or need additional information.

WTF:EFS:
LMG:MH:ef

c: All Department Heads

K:\Board Memos\CEO Board Memos Word\12-15-09 LTL status report.doc